

Section 14.10 PARAMS MENU

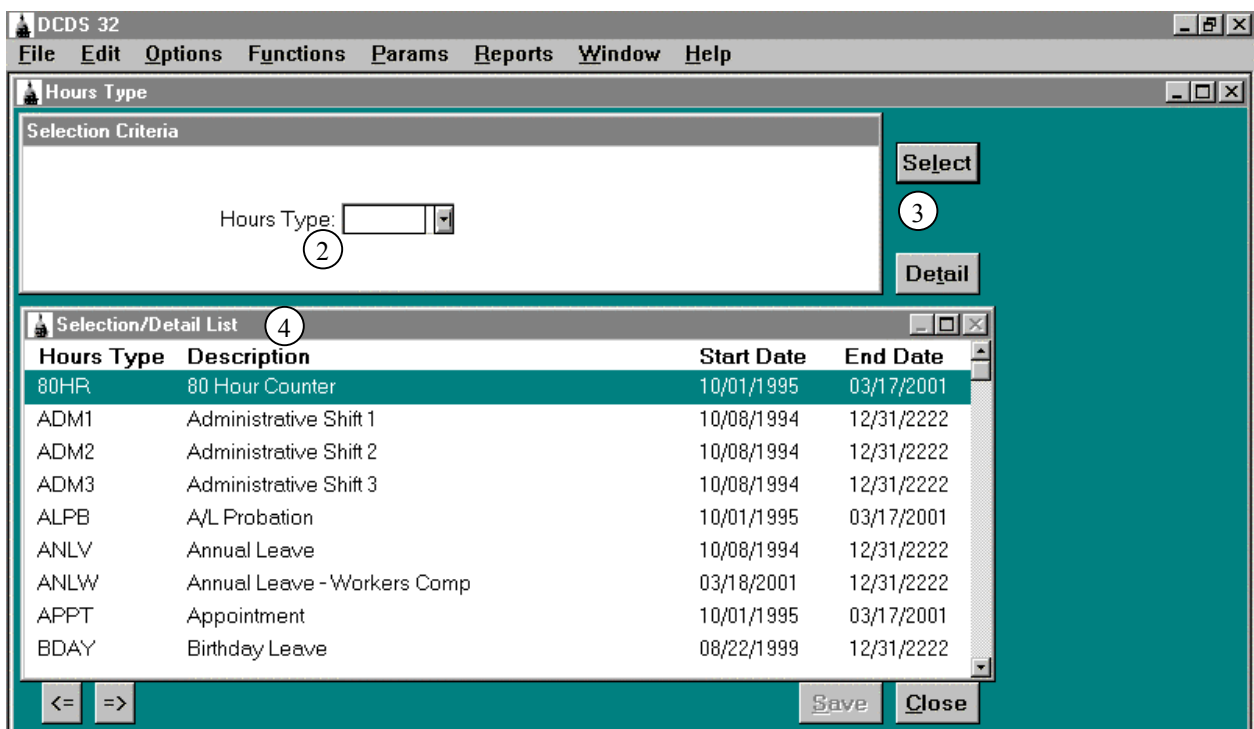
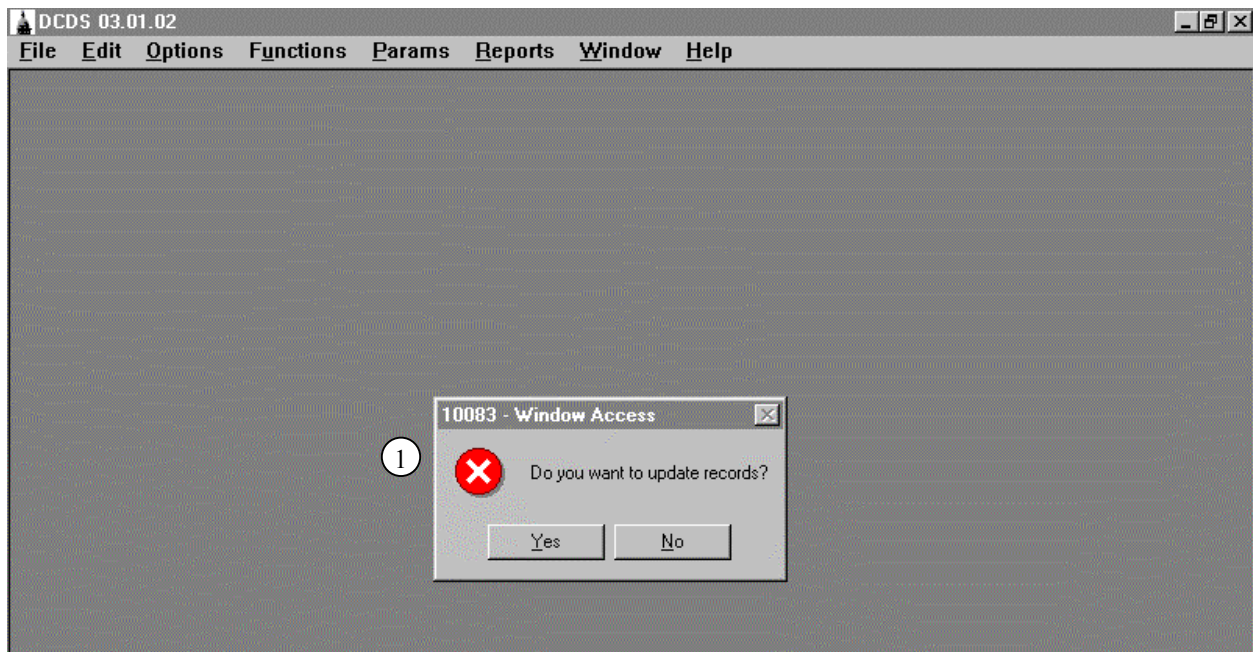
Personnel Data

Hours Types

Purpose	This section provides the procedures for a control agency to update various data related to specific types of hours used in Data Collection. This window is inquiry only for non-control agencies.
Window Name	Hours Types
Reminders	<ol style="list-style-type: none">1. The Hours Types window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>K</u> - Hours Types items on the menu bar.2. The Hours Types window contains a Selection Criteria window and a Selection List window. The only selection criteria is the Hours Type. If an Hours Type is selected and the Select button clicked, the Detail Data window is automatically displayed. To view ALL types, click on the Select button only. The Hours Types will be displayed in the Selection/Detail List window. A user may then highlight a specific type and view the details by clicking on the Detail button to display the Detail Data window. Only a control agency may update the data.
References	<i>No specific references</i>

Hours Types

The following windows are displayed when Params, Personnel Data, K - Hours Types is selected from the Menu bar. The steps are described on the following page.



**DCDS Input Procedures
Hours Types (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Do You Want to Update Records?	Click on Yes , if updating the Hours Type information. Click on No , if inquiry only. Note: This window is displayed only if your security has update capability.
2	Hours Types	Select the appropriate Hours Type from the dropdown list or enter the type. To view all codes, leave this field blank and click on the Select button.
3	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if all types were selected. If a specific type was selected, the Detail Data window will automatically be displayed.
4	Selection List	Highlight the Hours Type to be viewed and click the Detail button. The Detail Data window will then be displayed.

**indicates a required field that must be entered.*

Hours Types (Selection List)

The following information is displayed:

Field Name	Description
Hours Type	The Hours Type selected.
Description	The description of the Hours Type.
Start Date	The effective date of the Hours Type.
End Date	The date the Hours Type becomes inactive. The default date is 12/31/2222.

Hours Types

The following window is displayed when the **Detail** button is clicked. The steps are described on the following pages.

The screenshot shows the DCDS 32 application window with the 'Hours Type' sub-window open. The 'Detail Data' tab is selected, displaying the following fields and controls:

- Selection Criteria:** A dropdown menu for 'Hours Type'.
- Buttons:** 'Select' and 'Detail' buttons are located to the right of the Selection Criteria section.
- Detail Data Fields:**
 - Hours Type: (1) ANLV
 - Description: (2) Annual Leave
 - Start Date: (3) 10/08/1994
 - End Date: (4) 12/31/2222
 - Paid Hours Type: (5) ANLV
 - Nonpaid Hours Type: (6) [Empty]
 - Display Order: (7) 019
 - Leave Overtime Request Ind: (8) ☒
 - Distribute Ind: (9) ☒
 - DCDS Ind: (10) ☐
 - Leave Type Ind: (11) ☒
 - TA Ind: (12) ☒
 - Modified Date: 01/04/2001
 - Modified User ID: T_HRMND99
- Navigation and Action Buttons:** '<=' and '>=' buttons are at the bottom left. 'Save' and 'Close' buttons are at the bottom right.

The status bar at the bottom of the window displays 'Ready'.

DCDS Input Procedures

Hours Type

Follow the steps below to update Hours Type data.

Step	Field Name	Action
Control Agency - Update Hours Type Data		
	Detail Button	<p>Enter the required selection criteria and click the Select Button. Highlight the Hours Type in the Selection List/Detail List to be updated. If a specific code was selected, the Detail Data window is automatically displayed.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update the Hours Type data.</p>

DCDS Input Procedures - Hours Types

Detail Data Window

Follow the steps below to update data.

Step	Field Name	Action
1	Hours Type	Displays the Hours Type selected.
2	Description	Displays the description of the Hours Type selected.
3	Start Date	Displays the effective date of the Hours Type.
4	End Date	Displays the date an Hours Type became inactive. The default date is 12/31/2222.
5	Paid Hours Type	Displays the Hours Type selected, if an employee receives pay for these hours. Delete the Hours Type, if the Hours Type displayed should not be paid hours.
6	Nonpaid Hours Type	Displays the Hours Type, if an employee does not receive pay these hours. Delete the Hours Type, if the Hours Type displayed should be paid hours.

**DCDS Input Procedures - Hours Types
Detail Data Window**

Follow the steps below to update data.

Step	Field Name	Action
7	Display Order	Displays the current order the Hours Type is displayed in the dropdown list on the Data Collection windows. Delete and enter correct position to change the dropdown.
8	Leave Overtime Request Ind	If checked, the hours can be used for leave or overtime. To remove check, click on box.
9	Distribute Ind	If checked, the Hours are to be distributed. To remove check, click on box.
10	DCDS Ind	If checked, the Hours Type was created in DCDS.
11	Leave Type Ind	If checked, the hours may be adjusted for distribution purposes. To remove check, click on box.
12	TA Ind	If checked, the hours will be displayed in the Data Collection windows. To remove check, click on box.
13	Modified Date/Modified User ID	Displays the last date the modifications were made and the User ID of the last person who made modifications.
14	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all changes to Hours Type data.